



## City of Biggs

### Agenda Item Staff Report for the next regular City Council Meeting: February 27, 2012 6:00PM

DATE: January 24, 2012  
TO: Honorable Mayor and Members of the City Council  
FROM: Pete Carr, City Administrator  
SUBJECT: Council Meeting Schedule (First Reading of Ordinance)

Council will consider changing the schedule for regular monthly meetings to second Tuesdays at 6:30pm.

#### **Background:**

At its January meeting, the City Council considered options for meetings dates and times and directed staff to prepare a draft ordinance for adoption and codification, with the intended result being a change to meetings on the second Tuesday of each month starting at 6:30pm.

Flexibility in scheduling around holidays will be enabled by not having restrictive language on the subject, but this is not expected to be an issue until November 2014 and not often thereafter.

Second Tuesdays will establish a meeting time that is not in conflict with January and February Monday holidays, Thanksgiving and Christmas weeks, and other local government meetings.

Attachment: Proposed ordinance

#### **Recommendation:**

Adopt the proposed ordinance setting the regular meeting time of the Biggs City Council to second Tuesdays, and direct staff to codify the same into the Biggs Municipal Code and correspondingly update the Biggs Policies and Procedures Manual.

#### **Fiscal Impact:**

None. Minor administrative tasks within the scope of the approved budget.

**ORDINANCE NO. 393**

**AN ORDINANCE OF THE CITY OF BIGGS  
AMENDING THE REGULAR DAY AND THE STANDARD HOUR FOR THE  
COMMENCEMENT OF REGULAR COUNCIL MEETINGS**

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**THE CITY COUNCIL OF THE CITY OF BIGGS** does ordain as follows:

Biggs Municipal Code section 2.10.010, entitled: Meetings - Time, is amended as follows:

The regular meetings of the city council of the city of Biggs shall be held on the second Tuesday ~~third Monday~~ of each month and at such other times during each year as may be provided by law; provided, however, that when the time of regular meeting as aforesaid shall fall on a legal holiday, then such regular day of meeting shall be the next following non-holiday week day ~~fourth Monday of the month~~. The standard hour of commencing said meetings shall be 6:30 ~~6:00~~ p.m. of said day of meeting. However, the hour of commencement may be modified for a particular meeting as appropriate.

**I HEREBY CERTIFY** that the above and foregoing Ordinance was introduced on the 27<sup>th</sup> day of February, 2012, and was passed and adopted by the City Council of the City of Biggs at a regular meeting thereof duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012, by the following vote, to wit:

AYES: COUNCILMEMBER: \_\_\_\_\_

NOES: COUNCILMEMBER: \_\_\_\_\_

ABSENT: COUNCILMEMBER: \_\_\_\_\_

ABSTAIN: COUNCILMEMBER: \_\_\_\_\_

ATTEST:

APPROVED:

\_\_\_\_\_  
Roben Dewsnup  
CITY CLERK

\_\_\_\_\_  
Roger L. Frith  
MAYOR